ST/AI/218/Rev.15/Add.1

UNITED NATIONS

SUBJECT INDEX

TO

ADMINISTRATIVE ISSUANCES

November 1993

INTRODUCTION

1. The present subject index to administrative issuances provides the information needed to locate issuances on specific subjects that are current as of 31 October 1993. This publication is issued annually, together with a numerical index, under the symbol ST/AI/218/-.

2. The entries in this index are arranged under major categories and subcategories, numbered for ease of reference. Each entry indicates the subject-matter and the document symbol of current issuances related to it.

3. Excluded from this index are circulars of interest or applicability to project personnel, issued under the series symbol ST/IC/P/-.

4. It should be noted that the description of the organizational structure contained in chapter X does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes made in the initial phase of the restructuring of the United Nations Secretariat effective 1 March 1992. See also ST/SGB/254, ST/SGB/255, ST/SGB/256, ST/SGB/257, ST/SGB/258, ST/SGB/260, ST/SGB/261, ST/SGB/262, ST/SGB/263, ST/SGB/264 and ST/SGB/265.

5. Copies of the index are available through official distribution or by checking off the appropriate box in the form provided herein and returning it to the Management Advisory Service at Headquarters.

6. Comments and suggestions concerning this publication will be appreciated. They should be addressed to the Chief, Management Advisory Service, room A-6030, United Nations, New York, NY 10017.

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* Does not fully reflect the organizational restructuring under way. Appropriate Secretary-General's bulletins thereon will be issued in due course. See Secretary-General's bulletins ST/SGB/248 and ST/SGB/249 for changes in the initial phase of the restructuring of the Secretariat effective 1 March 1992. See also ST/SGB/254, ST/SGB/255, ST/SGB/256, ST/SGB/257, ST/SGB/258, ST/SGB/260, ST/SGB/261, ST/SGB/262, ST/SGB/263, ST/SGB/264 and ST/SGB/265.

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Manpower utilization surveys: implementation and follow-up of recommendations - ST/SGB/138; ST/SGB/155; ST/ADM/SER.A/1336

Organization of the Secretariat - ST/SGB/Organization; ST/SGB/150/Rev.1; ST/SGB/248; ST/SGB/255; ST/SGB/257; ST/SGB/262; ST/SGB/264; ST/AI/239; ST/AI/346; ST/ADM/SER.A/1778

Organization Manual of the Secretariat - ST/SGB/Organization

Organizational nomenclature - ST/SGB/170 and Add.1

Policies and procedures governing the relationship between non-governmental organizations and the United Nations Secretariat - ST/SGB/209

Restructuring of Secretariat departments and offices (general guidelines) - ST/AI/346; ST/SGB/150/Rev.1;

Restructuring of the United Nations Secretariat - ST/SGB/248; ST/SGB/249; ST/SGB/254; ST/SGB/255; ST/SGB/256; ST/SGB/257; ST/SGB/258; ST/SGB/260; ST/SGB/261; ST/SGB/262; ST/SGB/263; ST/SGB/264; ST/SGB/265; (see also Restructuring of Secretariat departments and offices above)

2. Institutes

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1; ST/SGB/125/Rev.2 (Spanish only)

United Nations Institute for Disarmament Research - ST/IC/83/9

United Nations Institute for Training and Research - ST/SGB/Organization, annex III; ST/IC/83/9

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

3. Inter-agency boards and committees

Consultative Committee on Administrative Questions: functions - ST/SGB/Organization, annex II

International Civil Service Commission: functions - ST/SGB/Organization, annex II

International Computing Centre: functions - ST/SGB/Organization, annex II

Inter-organization Board for Information Systems and Related Activities (IOB) [now known as Advisory Committee for the Coordination of Information Systems (ACCIS)]: functions - ST/SGB/Organization, annex II

Joint Inspection Unit: functions - ST/SGB/Organization, annex II

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

4. Secretariat departments and units

Administration and Management - ST/SGB/Organization, section P and Corr.1; ST/SGB/213/Rev.1; ST/SGB/248; ST/SGB/254; ST/SGB/255; ST/SGB/256; ST/SGB/258; ST/SGB/260; ST/SGB/261; ST/SGB/262; ST/SGB/263; ST/SGB/264

Administrative Management Service - ST/SGB/Organization, section P (IV)/Rev.1; ST/SGB/100; ST/SGB/138; ST/SGB/155; ST/SGB/255; ST/SGB/262; ST/SGB/263; ST/AI/226 and Amends. 1-2; ST/AI/261; ST/ADM/SER.A/1336

Central Evaluation Unit - ST/SGB/211; ST/SGB/223; ST/SGB/262; ST/SGB/263

Central Monitoring Unit - ST/SGB/196/Rev.1; ST/SGB/223; ST/SGB/262; ST/SGB/263

Centre for Human Rights - ST/SGB/Organization, section: CHR and Corr.1; ST/SGB/258

Centre for Human Settlements (HABITAT) - ST/SGB/168

Centre on Transnational Corporations - ST/SGB/Organization, section T/Rev.2; ST/SGB/197; ST/SGB/248; ST/SGB/258

Conference on Trade and Development: Secretariat of the United Nations - ST/SGB/Organization, section L

Conference Services - Office of - ST/SGB/Organization, section Q/Rev.2 and Corr.1; ST/SGB/248; ST/SGB/255; ST/SGB/256; ST/SGB/257

Dag Hammarskjöld Library - (see Public Information below)

Disarmament Affairs - Department for - ST/SGB/Organization, section: DDA; ST/SGB/199; ST/SGB/248; ST/SGB/249; ST/SGB/258; ST/IC/83/9

Disaster Relief Coordinator - ST/SGB/Organization, section N/Rev.2 and Corr.1 and Rev.2/Amend.1; ST/SGB/248; ST/SGB/249; ST/SGB/251

Economic and Social Commission for Asia and the Pacific - ST/SGB/Organization, section K(II); ST/SGB/249

Economic and Social Commission for Western Asia - ST/SGB/Organization, section: ESCWA; ST/SGB/258

Economic and Social Development - Department of - ST/SGB/248; ST/SGB/258

Economic Commission for Africa - ST/SGB/Organization, section K(IV)/Rev.1; ST/SGB/258

Economic Commission for Europe - ST/SGB/Organization, section K(I)/Rev.1; ST/SGB/265

Economic Commission for Latin America and the Caribbean - ST/SGB/Organization, section K(III), ST/SGB/208

Electronic Data Processing and Information Systems Service - ST/SGB/Organization, section P(VI)

Environment Programme - ST/SGB/Organization, section O/Rev.1; ST/SGB/258

Executive Office of the Secretary-General - ST/SGB/Organization, section C/Rev.1; ST/SGB/249

Field Operations Division - ST/SGB/Organization, section DAM/FOD; ST/SGB/264

Financial Services - Office of - ST/SGB/Organization, section P(I) and Corr.1; ST/SGB/213/Rev.1; ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/255; ST/SGB/256; ST/SGB/261; ST/SGB/262; ST/SGB/263; ST/SGB/PPBME Rules/1

General Services - Office of - ST/SGB/Organization, section P(III) and Amends.2-3; ST/SGB/182; ST/SGB/191; ST/SGB/213/Rev.1; ST/SGB/255; ST/SGB/256
--Archives and records management - ST/SGB/241; ST/SGB/242; ST/IC/89/24
--Mail Operations Section - ST/SGB/182

High Commissioner for Refugees - Office of the United Nations - ST/SGB/Organization, section W

Human Resources Management - Office of - ST/SGB/224; ST/SGB/254; ST/SGB/260

Humanitarian Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/251

Inspections and Investigations - Office for - ST/SGB/262; ST/SGB/263

Internal Audit Division - ST/SGB/Organization, section P(V)/Rev.1 and Corr.1; ST/SGB/255; ST/SGB/262; ST/SGB/263

International Economic and Social Affairs - Department of - ST/SGB/161; ST/SGB/223; ST/SGB/248; ST/SGB/258

Law of the Sea - ST/SGB/Organization, section X; ST/SGB/248

Legal Affairs - Office of - ST/SGB/Organization, section: OLA; ST/SGB/248

Namibia: Office of the United Nations Commissioner - ST/SGB/Organization, section SPQRCDT/OCN; ST/SGB/248

Office at Geneva - ST/SGB/Organization, section S and Corr.1 and Amend.1; ST/SGB/186; ST/SGB/189; ST/SGB/258

Office at Vienna - ST/SGB/Organization, section Z; ST/SGB/175; ST/SGB/218; ST/SGB/249
--United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240; ST/AI/388

Peace-keeping Operations - Department of - ST/SGB/248; ST/SGB/258; ST/SGB/264

Personnel Services - Office of - ST/SGB/Organization, section P(II); ST/SGB/164; ST/SGB/213/Rev.1; ST/SGB/224; ST/SGB/254; ST/SGB/260

Political Affairs - Department of - ST/SGB/248; ST/SGB/249; ST/SGB/258

Political and General Assembly Affairs: Office of the Under-Secretary-General - ST/SGB/Organization, section F/Rev.3; ST/SGB/248; ST/SGB/249; ST/SGB/258
--Division for Palestinian Rights - ST/SGB/195
--Transfer of the United Nations Sahelian Office - ST/SGB/153

Political and Security Council Affairs - ST/SGB/Organization, section I and Amends.1-2, and Amend.3/Rev.1; ST/SGB/248; ST/SGB/249; ST/SGB/258

Programme Planning, Budgeting, Monitoring and Evaluation - Office for - ST/SGB/223; ST/SGB/228 and Add.1/Rev.1; ST/SGB/255; ST/SGB/256; ST/SGB/261; ST/SGB/262; ST/SGB/263; ST/SGB/PPBME Rules/1

Public Information - Department of - ST/SGB/Organization, section: DPI/Rev.1; ST/SGB/187; ST/SGB/257; ST/SGB/258; ST/AI/376; ST/AFS/SER.A/179

Regional Commissions Liaison Office - ST/SGB/205

Relief and Works Agency for Palestine Refugees in the Near East - ST/SGB/Organization, section Y

Research and the Collection of Information - Office for - ST/SGB/Organization, section: ORCI; ST/SGB/225; ST/SGB/248; ST/SGB/249; ST/SGB/258

Secretariat Services for Economic and Social Matters - ST/SGB/163; ST/SGB/248; ST/SGB/258

Special Political Affairs: Office of the Under-Secretaries-General - ST/SGB/Organization, section D/Rev.1; ST/SGB/248; ST/SGB/249; ST/SGB/258

Special Political Questions, Regional Cooperation, Decolonization and Trusteeship and the Office of the United Nations Commissioner for Namibia: Department for - ST/SGB/Organization, section: SPQRCDT/OCN; ST/SGB/248; ST/SGB/249; ST/SGB/258

Technical Cooperation for Development - ST/SGB/162; ST/SGB/178; ST/SGB/248; ST/SGB/258

Transfer of the United Nations Sahelian Office to the United Nations Development Programme - ST/SGB/153

United Nations Industrial Development Organization: conversion to a specialized agency - ST/SGB/218

United Nations International Drug Control Programme - ST/SGB/Organization, section: UNDCP; ST/SGB/240
--Personnel arrangements - ST/AI/388

World Food Council - ST/SGB/Organization, section: WFC

5. Secretariat boards and committees

Advisory Board on Compensation Claims - ST/SGB/Organization, annex I

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45 and Add.1-3
--1992 promotion registers - ST/IC/1993/34 and Add.1; ST/IC/1993/35 and Add.1

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45 and Add.1-3
--1992 promotion registers - ST/IC/1993/37; ST/IC/1993/38

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/46 and Add.1
--1992 promotion registers - ST/IC/1993/14 and Corr.1; ST/IC/1993/15; ST/IC/1993/25 and Add.1; ST/IC/1993/26 and Add.1; ST/IC/1993/29 and Add.1; ST/IC/1993/39

Career Development Committee - ST/SGB/166; ST/SGB/246; ST/AI/301 and Add.1; ST/AI/358; ST/AI/373 and Add.1; ST/IC/86/52; ST/IC/86/62; ST/IC/1992/21

Central Examination Board - ST/SGB/173; ST/AI/384/Add.2

Claims Board:
--Composition and functions - ST/SGB/Organization, annex I/Amend.2; ST/AI/149/Rev.4
--Membership - ST/IC/1991/71 and Add.1

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
--General Service (Nairobi) - ST/AI/389
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
--General Service (Vienna) - ST/AI/378
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security Service and Trades and Crafts (New York) - ST/AI/358

Committee on Contracts - ST/SGB/Organization, annex I

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex I

Exhibits Committee - ST/AI/376; ST/AFS/SER.A/179

Field Service Promotion Review Panel
--Membership - ST/IC/1992/53; ST/IC/1993/40
--1992 promotion register - ST/IC/1992/81 and Add.1
--1993 promotion register - ST/IC/1993/43

Garage Review Board - ST/SGB/192; ST/AI/349; ST/IC/86/14 and Add.1

Health and Life Insurance Committee - ST/SGB/Organization, annex I; ST/IC/1993/18

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I;
--At Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1993/30

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Programme Planning and Budgeting Board - ST/SGB/228 and Add.1/Rev.1

Property Survey Board:
Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Publications Board - ST/SGB/Organization, annex I/Amend.3 and Corr.1

Senior Advisory Board on Services to the Public - ST/SGB/231

Senior Planning and Monitoring Group for Peace-keeping Operations - ST/SGB/233

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244
--Membership - ST/IC/1992/20

Special Advisory Board - ST/SGB/Organization, annex I

Specialized Board of Examiners - ST/SGB/173; ST/AI/384/Add.2

Staff Incentive Review Committee: objectives and composition - ST/IC/85/39; ST/AI/320 and Add.1 and Add.1/Corr.1-2

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-4
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237; ST/SGB/252
--Special measures to improve the status of women in the Secretariat - ST/AI/382

Technological Innovations Board - ST/SGB/245 (see also section XII.1 below)
--Membership of the Working Group of the Technological Innovations Board - ST/IC/1991/25

Technological Innovations Committees - ST/AI/345 (see also section XII.1 below)

Tort Claims Board - ST/SGB/230

Visa Committee - ST/SGB/Organization, annex I

Working Group on Relations between Non-governmental Organizations and the Secretariat and United Nations Programmes - ST/SGB/209

6. <u>Units servicing voluntary programmes</u>

African Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/129

Asian Institute for Economic Development and Planning - ST/SGB/Organization, annex III; ST/SGB/127 and Amend.1

International Research and Training Institute for the Advancement of Women - ST/SGB/214

Latin American Institute for Economic and Social Planning - ST/SGB/Organization, annex III; ST/SGB/125/Rev.1 and Amend.1 (English only); ST/SGB/125/Rev.2 (Spanish only)

United Nations Children's Fund - ST/SGB/Organization, annex III (see also E/ICEF/Misc.131)

United Nations Development Programme - ST/SGB/Organization, annex III

United Nations Fund for Population Activities (now United Nations Population Fund) - ST/SGB/Organization, annex III

United Nations Institute for Training and Research - ST/SGB/Organization, annex III

United Nations International Drug Control Programme - ST/SGB/Organization, section UNDCP; ST/SGB/240; ST/AI/388

United Nations Research Institute for Social Development - ST/SGB/Organization, annex III; ST/SGB/126 and Amend.1

United Nations Social Defence Research Institute - ST/SGB/Organization, annex III; ST/SGB/134

United Nations University - ST/SGB/Organization, annex III

XI. PERSONNEL

1. Administration/staff relations

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2
--Numerical index - ST/AI/218/Rev.15
--Subject index - ST/AI/218/Rev.15/Add.1

International civil service: security, safety and independence - ST/SGB/198
--Reporting of arrest or detention of staff members, other agents of the United Nations and members of their families - ST/AI/299

Joint Advisory Committee:
--Composition and functions - ST/SGB/Organization, annex I
--At Headquarters - ST/SGB/200/Rev.1
--Membership - ST/IC/1993/30

Joint Appeals Board:
--Composition and functions - ST/SGB/Organization, annex I; ST/IC/88/10
--Amendments to the Staff Rules - ST/AI/306
--Membership - ST/IC/1991/37
--Representation by counsel - ST/AI/351
--Secretary - ST/IC/1991/37

Joint Catering Advisory Committee - ST/IC/83/50

Joint Disciplinary Committee - ST/SGB/Organization, annex I; ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Personnel directives - ST/IC/83/21 and Add.1-18

Procedures and terms of reference of the staff-management consultation machinery at the departmental or office level - ST/SGB/206

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Staff-Management Coordination Committee - ST/SGB/176/Rev.2

Staff-management relations: decentralization of consultation procedure - ST/SGB/172; ST/SGB/206

Staff representation activities - ST/IC/81/47

Staff representatives: facilities to be provided - ST/AI/293

Steering Committee for the Improvement of the Status of Women in the Secretariat:
--Membership - ST/SGB/216 and Add.1-4
--Report - ST/SGB/220; ST/SGB/226; ST/SGB/227; ST/SGB/229; ST/SGB/232; ST/SGB/237; ST/SGB/252
--Special measures to improve the status of women in the Secretariat - ST/AI/382

2. Allowances, entitlements and grants

Assignment grant - ST/SGB/114 and Add.1; ST/AI/364 and Corr.1 (French only) and Add.1-2

Dependency allowance or benefit for disabled children - ST/AI/366 and Amend.1

Dependency allowances - ST/IC/82/48; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1993/4; ST/IC/1993/52 and Add.1

Dependency allowances for staff in the Professional and higher categories and in the Field Service category - ST/IC/1993/4

Dependency status:
--Definition - ST/AI/278/Rev.1
--Review of dependency status and new questionnaire - ST/IC/1992/12

Education grant and special education grant for disabled children - ST/AI/181/Rev.9 and Amend.1; ST/AI/249/Rev.3 and Amend.1 (para. 2 (c))

Education grant questionnaire - ST/IC/86/26

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Language allowance for staff in the Trades and Crafts category at Headquarters - ST/IC/1990/63

Mobility and hardship allowance - ST/AI/363 and Corr.1 and Add.1-2; ST/IC/1990/37
--Application to Field Service category - ST/AI/363/Add.1

Non-resident's allowance - ST/AI/314 and Add.1; ST/AI/275/Rev.2; ST/AI/350 and Amends.1-2; ST/IC/1992/40

Official hospitality - ST/AI/192/Rev.2

Reimbursement for travel by private automobile - ST/AI/224/Rev.1 and Amend.19

Reimbursement for work permit fees levied by the Egyptian authorities - ST/IC/89/22

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.6

Rental subsidies and deductions for staff at duty stations in Europe and North America - ST/AI/350 and Amends.1-2; ST/IC/1992/40

Rental subsidies and deductions for staff at duty stations outside Europe and North America - ST/AI/275/Rev.2

Repatriation grant - ST/AI/262; ST/AI/269; ST/AI/300

Salaries and allowances: Currency of payments - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-3 (Rules 106.1-106.6)

Separation payments for staff in the Professional and higher categories and in the Field Service category- ST/IC/1992/18

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2

Special post allowance - ST/AI/276

Spouse allowance - ST/IC/83/13

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.7-8
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
--United Nations conferences - ST/AI/133

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

Threshold percentage for the purpose of calculating rental subsidies - ST/IC/1992/40; ST/AI/350 and Amends.1-2

3. Appeals

Administration of internal appeals and disciplinary systems: transfer of responsibilities and reform programme - ST/IC/88/10; ST/IC/88/11

Administrative Review Unit - ST/SGB/164

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
--General Service (Nairobi) - ST/AI/389
--General Service (New York) - ST/AI/358; ST/IC/89/77 (membership)
--General Service (Vienna) - ST/AI/378
--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)
--Security Service and Trades and Crafts (New York) - ST/AI/358

Disciplinary and appeals cases: members of Panel of Counsel - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Disciplinary measures and procedures: Revised - ST/AI/371

Grievance panels (see Panels on Discrimination and Other Grievances)

Joint Appeals Board: composition and functions - ST/SGB/Organization, annex 1; ST/AI/306; ST/AI/351; ST/IC/88/10
--Membership and Secretary - ST/IC/1991/37

Joint Disciplinary Committee: composition and functions - ST/SGB/Organization, annex I: ST/IC/88/10
--Membership - ST/IC/1992/65
--Representation by Counsel - ST/AI/351
--Revised disciplinary measures and procedures - ST/AI/371
--Secretary - ST/IC/88/14

Panels on Discrimination and Other Grievances - ST/AI/308/Rev.1; ST/IC/88/10
--Membership - ST/IC/1992/35
--Report - ST/IC/1993/8

Procedures for appeal of classification decisions for posts in the General Service and related categories in New York - ST/AI/358

Recourse procedures in the United Nations Secretariat - ST/IC/82/7; ST/IC/88/10

Representation by counsel in disciplinary and appeals cases: Assistance and - ST/AI/351; ST/IC/88/10; ST/IC/88/11; ST/IC/1991/35

Revised disciplinary measures and procedures - ST/AI/371

Secretary of the Joint Disciplinary Committee - ST/IC/88/14

Special Advisory Board: composition and functions - ST/SGB/Organization, annex I

Suspension pending investigation: amendment to Staff Rule 110.4 - ST/AI/307

Time-limits governing the submission of claims under the Staff Regulations and Rules - ST/AI/120/Rev.3; ST/AI/149/Rev.4; ST/ADM/SER.A/1312

4. Appointments, placement and promotion

Appointment and Promotion Board:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45 and Add.1-3
--1992 promotion registers - ST/IC/1993/34 and Add.1; ST/IC/1993/35 and Add.1

Appointment and Promotion Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/45 and Add.1-3
--1992 promotion registers - ST/IC/1993/37; ST/IC/1993/38

Appointment and promotion committees at designated offices away from Headquarters - ST/AI/242

Appointment and Promotion Panel:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1992/46 and Add.1
--1992 promotion registers - ST/IC/1993/14 and Corr.1; ST/IC/1993/15; ST/IC/1993/25 and Add.1; ST/IC/1993/26 and Add.1; ST/IC/1993/29 and Add.1; ST/IC/1993/39

Appointment, extension and conversion of contractual status of staff in the General Service, Security Service and Manual Workers categories - ST/AI/274 and Corr.1

Appointment of senior officials - ST/SGB/256; ST/SGB/260; ST/SGB/261; ST/SGB/263 (see also Changes in the top echelon below)

Appointments, promotions and other staff changes - (Published quarterly; see numerical index under the series ST/IC/-)

Changes in the top echelon - ST/SGB/249; ST/SGB/258; ST/SGB/265 (see also Appointment of senior officials above)

Committee on the Employment of Women in the Secretariat - ST/SGB/Organization, annex 1

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/384 and Add.1-2; ST/IC/1993/57
--1993 examination - ST/AI/384 and Add.1-2; ST/IC/1993/57
--Central Examination Board - ST/AI/384/Add.2
--Format and procedures - ST/IC/1993/57
--Specialized Board of Examiners - ST/AI/384/Add.2

Conditions for promotion and accelerated increment based on knowledge of second language (Professional category and above) - ST/AI/207

Consideration of family members for employment in the General Service category in New York - ST/IC/89/25

Consultants - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Contractors: Institutional or corporate - ST/AI/327

Designation of a Director of Personnel to head the Office of Human Resources Management - ST/SGB/254; ST/SGB/260

Employment of spouses - ST/AI/273

Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Field Service Promotion Review Panel
--Membership - ST/IC/1992/53; ST/IC/1993/40
--1992 promotion register - ST/IC/1992/81 and Add.1
--1993 promotion register - ST/IC/1993/43

Implementation of changes to salary policy in promotions - ST/AI/365 and Corr.1

Implementation of General Assembly resolution 41/213 - recommendation 15 of the Group of High-level Intergovernmental Experts: post reduction - ST/IC/87/63

Language teachers: Granting of status of staff members - ST/AI/316

Movement of staff from the Field Service category to the Professional category - ST/AI/360

Outposting of staff - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1993/23

Part-time employment - ST/AI/291/Rev.1

Performance evaluation report system - ST/AI/240/Rev.2

Placement and promotion - ST/SGB/246; ST/AI/373 and Add.1; ST/IC/1992/21
--Special measures to improve the status of women in the Secretariat - ST/AI/382

Procedure for the filling of posts at the Director (D-2) level: Senior Review Group - ST/SGB/244; ST/IC/1992/20

Promotion policy and review (see Placement and promotion above)

Promotion registers (see under appropriate Appointment and Promotion Board, Committee or Panel above)

Provisions for obtaining the services of individuals as technical cooperation personnel and Operational, Executive and Administrative Services (OPAS) officers - ST/SGB/177; ST/AI/297

Provisions for obtaining the services of individuals as temporary staff and individual contractors; and as consultants and participants in advisory meetings - ST/SGB/177; ST/AI/295; ST/AI/296; ST/AI/297; ST/AI/327

Salary policy in promotions - ST/AI/365 and Corr.1

Senior Review Group and procedure for the filling of posts at the Director (D-2) level - ST/SGB/244
--Membership - ST/IC/1992/20

Special measures to improve the status of women in the Secretariat - ST/AI/382

Special post allowance to the Professional category - ST/AI/276

Staffing of peace-keeping missions - ST/IC/1992/26

Temporary suspension of recruitment - ST/SGB/247

Termination of permanent appointment for unsatisfactory services: Procedure - ST/AI/222

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

5. Attendance, leave and working hours

Annual leave from designated duty stations: travel expenses - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Maternity leave - ST/AI/385

National holidays (see Official holidays - ST/AI/283)

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Official holidays - ST/AI/283; ST/IC/1992/77

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Registration of staff members and affiliates on Saturdays, Sundays, holidays and after office hours - ST/AI/310; ST/AI/387

Release of staff members in bad weather or other conditions - ST/AI/260

Studies programme: External - ST/AI/281/Rev.1 (leave, para. 7)

Time, attendance and leave recording - ST/AI/221/Rev.1 and Amend.1

Time off for voting on United States election day - ST/IC/1993/58

Unauthorized absence - ST/IC/79/10

Working hours - ST/IC/1993/44

6. Delegation of authority

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Delegation of authority under the Financial Rules - ST/SGB/Financial Rules/1/Rev.3 (1985); ST/SGB/213/Rev.1; ST/AI/270/Rev.1; ST/AI/315/Rev.1

Designation of staff members performing significant functions in financial management, personnel management and general administration - ST/SGB/213/Rev.1

7. Duties and obligations

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Conduct of staff members in relation to the General Assembly - ST/SGB/202

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Equality of men and women in the Secretariat - ST/SGB/154; ST/SGB/253; ST/AI/379; ST/IC/1992/67

Guidelines for promoting equal treatment of men and women in the Secretariat - ST/IC/1992/67 (see also ST/SGB/154; ST/SGB/253; ST/AI/379)

Obligations of staff members - ST/AI/182

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Procedures for dealing with sexual harassment - ST/AI/379 (see also ST/SGB/253; ST/IC/1992/67)

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253; ST/AI/379; ST/IC/1992/67 (see also ST/SGB/154)

Rectification of date of birth or of other personal data - ST/AI/354

Service with United Nations missions - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26; ST/IC/1993/23

Staff conduct at meetings - ST/ADM/SER.A/1303

Transfer and assignment - ST/SGB/114 and Add.1; ST/SGB/165; ST/AI/245; ST/IC/1992/26

8. Job classification systems

Classification Appeals and Review Committee:
--Field Service - ST/AI/344; ST/AI/277
--General Service (Addis Ababa) - ST/AI/356 and Add.1
--General Service (ESCWA) - ST/AI/377
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--General Service (small and medium-sized duty stations) - ST/AI/369 and Amend.1
--Professional posts - ST/AI/277; ST/IC/1993/51 (membership)

Classification of posts in the General Service and related categories in small and medium-sized duty stations - ST/AI/369 and Amend.1

Delegation of authority for the classification of posts in the General Service and related categories at Vienna - ST/AI/378

General Service Classification Appeals and Review Committee (Addis Ababa) - ST/AI/356 and Add.1

General Service Classification Appeals and Review Committee (New York):
--Membership - ST/IC/89/77
--Terms of reference - ST/AI/358

Job classification for General Service and related categories at Nairobi - Implementation of initial exercise and the maintenance of the system - ST/AI/389

Job classification for General Service and related categories in New York - ST/AI/301 and Add.1; ST/AI/358; ST/IC/89/77

Job classification for General Service and related categories in the Economic and Social Commission for Western Asia - Implementation of initial exercise - ST/AI/377

Job classification for General Service category in Addis Ababa - Implementation of initial exercise - ST/AI/356 and Add.1

Job classification standards for security jobs at Headquarters - ST/AI/332 (see also ST/AI/301 and Add.1; ST/AI/358)

Job classification system:
--Field Service category posts - ST/AI/344
--General Service and related categories - ST/AI/301 and Add.1; ST/AI/356 and Add.1; ST/AI/358; ST/AI/369 and Amend.1; ST/AI/377; ST/AI/378; ST/AI/389; ST/IC/89/77
--Professional jobs - ST/AI/277; ST/IC/1993/51
--Security jobs at Headquarters - ST/AI/332; ST/AI/301 and Add.1; ST/AI/358

9. General

Administrative issuances: ST/SGB/100; ST/AI/226 and Amends.1-2 --Numerical index - ST/AI/218/Rev.15 --Subject index - ST/AI/218/Rev.15/Add.1

After-school recreation and study programme for United Nations children - ST/IC/86/21 (paras. 3 and 7 only); ST/IC/1993/41

Arrangements for admission to the premises, traffic, deliveries, catering facilities and commericial operations for the forty-eighth session of the General Assembly - ST/IC/1993/50; ST/IC/1993/54; ST/AI/387

Bookshop discount for staff members - ST/AI/244

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

Dependence status: Review of (and new questionnaire) - ST/IC/1992/12

Designation, change or revocation of beneficiary - ST/ADM/SER.A/1315

Direct deposit of salary - ST/IC/1990/27

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Filing of adverse material in personnel records - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Guidelines for work with visual display units - ST/IC/84/18 and Amend.1

Integrated Management Information System (IMIS) release I at Headquarters: Introduction of a new personnel action notification form in connection with the implementation of - ST/IC/1993/53

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Official hospitality - ST/AI/192/Rev.2

Official status files - ST/AI/292; ST/IC/82/77/Rev.1; ST/IC/88/19

Payroll deduction for personal cheques returned by banks - ST/IC/84/46

Performance evaluation report system - ST/AI/240/Rev.2

Personal records cards: Maintenance - ST/AI/105

Personnel action notification form in connection with the implementation of IMIS release I at Headquarters: Introduction of a new - ST/IC/1993/53

Personnel directives - ST/IC/83/21 and Add.1-18

Personnel payroll clearance action - ST/AI/155/Rev.2 and Amend.1

Promotion of equal treatment of men and women in the Secretariat and prevention of sexual harassment - ST/SGB/253 (see also ST/SGB/154; ST/AI/379; ST/IC/1992/67)

Rectification of date of birth or of other personal data - ST/AI/354

Safety measures and accident prevention: Instructions with respect to reporting of work injuries - ST/AI/120/Rev.2; ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1;

Secretary-General's statement to the Fifth Committee (on Personnel Questions) at the forty-seventh session of the General Assembly - ST/IC/1992/73

Sexual harassment: Procedures for dealing with - ST/AI/379 (see also Promotion of equal treatment of men and women in the Secretariat above)

Smoking in conference rooms and offices - ST/IC/85/42; ST/IC/87/18; ST/IC/87/54

Staff Day 1993 - ST/IC/1993/46

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Staff Relief Committees, United Nations - ST/AI/104 (see also Solicitation of voluntary contributions within the Secretariat, section VI.2 above):
--Egypt - ST/IC/1992/63
--India - ST/IC/1993/56
--Mongolia - ST/IC/1993/32

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Telephone dialling procedures - ST/IC/80/75; ST/IC/84/90; ST/IC/1992/66 and Amend.1

Telephone system - ST/IC/78/22; ST/IC/87/29

Time off for voting on United States election day - ST/IC/1993/58

Unauthorized use of diplomatic plates by Secretariat officials - ST/IC/83/83

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10. Medical and other insurance

Addresses and telephone numbers for claims and benefit inquiries: Insurance carrier - ST/IC/1993/27 (annex XIII)

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

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Changes in the administration of the Blue Cross component of the Headquarters Blue Cross/Aetna Major Medical scheme - ST/IC/86/20

Children's age limitation in United Nations health insurance schemes - ST/IC/86/72

Employee assistance in cases of alcohol/substance abuse - ST/AI/372

Group life insurance:
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Health and Life Insurance Committee:
--Composition and functions - ST/SGB/Organization, annex I
--Membership - ST/IC/1993/18

Medical and dental insurance plans and schemes - (Blue Cross/AETNA, HIP/HMO, GHI and MIP); ST/ADM/SER.A/1867 (paras. 1 and 4 only); ST/IC/84/4; ST/IC/87/33; ST/IC/1993/1; ST/IC/1993/27 ST/AI/343
--Annual enrolment campaign - ST/IC/1993/27

Medical insurance plan (MIP) for locally recruited staff at designated duty stations - ST/IC/87/33; ST/AI/343

Medical scheme for staff appointed under the 300 series of the Staff Rules - ST/IC/86/44

Membership of the Health and Life Insurance Committee - ST/IC/1993/18

Personal insurance assistance programme (automobile, homeowner, renter, travel insurance; also, health insurance not covered by the United Nations group schemes) - ST/ADM/SER.A/1459

Reimbursement of costs of basic medical examinations for family members - ST/AI/317 and Amend.6

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1; ST/AI/120/Rev.2

Van Breda medical, hospital and dental insurance scheme for staff away from Headquarters - ST/IC/1992/75 and Corr.1

11. <u>Pensions, post-retirement services and employment beyond retirement</u>

After-service health insurance - ST/AI/172 and Amends.2-3 and Add.2

Employment beyond the age of retirement: Retention in service - ST/AI/213/Rev.1

Increase in contributions to the United Nations Joint Staff Pension Fund - ST/IC/1990/10

Joint Staff Pension Board: functions - ST/SGB/Organization, annex II

Participation of mission staff in the United Nations Joint Staff Pension Fund - ST/AI/197

Pensionable remuneration on promotion to the Professional category - ST/AI/209

Pensionable remuneration scales for staff in the Professional and higher categories and for staff in the Field Service category - ST/IC/1992/61

Personal identification cards for retired staff members - ST/AI/333; ST/AI/387

Retention in service and employment beyond the age of retirement - ST/AI/213/Rev.1

Scheme of social security for the staff - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-3 (Rules 106.1-106.6)

Tax equalization - Joint Staff Pension Fund - ST/SGB/171

12. Post adjustment

Application of remuneration correction factor to post adjustment at Geneva and Vienna; implementation of Administrative Tribunal Judgement No. 421 - ST/IC/88/55

Post adjustment classification for New York - ST/IC/1993/19 and Corr.1

Survey of housing and domestic service for calculation of post adjustment - ST/IC/1991/55

13. Salary scales and payments

Conference and other short-term staff - ST/SGB/Staff Rules/3/Rev.4 and Corr.1

Currency of payments of salaries and allowances - ST/AI/230/Rev.2 and Corr.1-2 and Amends.1-2 and Amend.2/Corr.1

December (1992) mid-month salary advance - ST/IC/1992/74

Field Service category - ST/IC/1992/61; ST/IC/1993/3

General Service categories (including Security Service, Trades and Crafts, Public Information Assistants and Language Teachers) - ST/IC/87/67 and Corr.1; ST/IC/1990/35 (paras. 5-6 only); ST/IC/1990/48; ST/IC/1990/66 (para. 4 only); ST/IC/1993/52 and Add.1

Language teachers - ST/AI/316; ST/IC/1990/35 (paras.5-6 only); ST/IC/1990/48; ST/IC/1993/52 and Add.1

Language-typing and word-processing units: Salary differential - ST/AI/259/Rev.10 and Amend.5

Long-service step in salary scales - General Service - ST/IC/87/46; ST/IC/1993/52 and Add.1

Night differential - General Service and related categories - ST/AI/298 and Amend.1

Overtime compensation at Headquarters - ST/AI/265; ST/AI/298 and Amend.1

Professional and higher categories - ST/SGB/Staff Regulations/Rev.22 ST/IC/1993/3

Separation payments for staff in the Professional and higher categories and in the Field Service category - ST/IC/1992/18

14. Staff regulations and rules

Administration of the Staff Regulations and Staff Rules - ST/SGB/151; ST/AI/234/Rev.1 and Amend.1

Staff Regulations - ST/SGB/Staff Regulations/Rev.22

Staff Rules:
--Conference and other short-term service - ST/SGB/Staff Rules/3/Rev.4 and Corr.1
--Rules governing compensation - ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1
--Secretariat personnel (series 100) - ST/SGB/Staff Rules/1/Rev.7 and Corr.1 and Amends.1-3
--Technical assistance project personnel (series 200) - ST/SGB/Staff Rules/2/Rev.7 and Corr.1 (English only) and Amends.1-2

15. Training, career development and examinations

Career development system - ST/SGB/166; ST/AI/277; ST/AI/301 and Add.1; ST/AI/358; ST/IC/86/52; ST/IC/86/62 (see also Placement and promotion below)

Competitive examination for promotion to the Professional category - ST/SGB/173; ST/AI/384 and Add.1-2; ST/IC/1993/57
--1993 examination - ST/AI/384 and Add.1-2; ST/IC/1993/57
--Central Examination Board - ST/AI/384/Add.2
--Format and procedures - ST/IC/1993/57
--Specialized Board of Examiners - ST/AI/384/Add.2

Competitive examinations:
--1993: Arabic translators/precis-writers - ST/IC/1993/9
--1993: Chinese translators - ST/IC/1993/22
--1993: English interpreters - ST/IC/1992/70
--1993: English translators/precis writers - ST/IC/1993/12
--1993: French interpreters - ST/IC/1992/71
--1993: French translators/precis writers - ST/IC/1993/10 and Corr.1 (English only)
--1993: Language coordinator (French) - ST/IC/1992/69
--1994: Arabic proof-readers - ST/IC/1993/42 and Add.1
--1994: French language teachers - ST/IC/1993/59

Computer training - ST/IC/1992/50

External studies programme - ST/AI/281/Rev.1

In-service training and career development for Secretariat staff - ST/SGB/144 and ST/SGB/144/Rev.1 (French only)

Language proficiency:
--Conditions for promotion and accelerated increment based on knowledge of second language (Professional and above) - ST/AI/207
--Examinations - ST/IC/1992/72; ST/IC/1993/16; ST/IC/1993/31

Language and communication skills training: academic year 1993-1994 - ST/IC/1993/31

Linguistic standards - Secretariat - ST/AI/113

National competitive examinations - ST/SGB/210

Placement and promotion - ST/SGB/246; ST/AI/373 and Add.1; ST/AI/382; ST/IC/1992/21

Staff Incentive Programme - ST/AI/320 and Add.1 and Add.1/Corr.1 (English only) and Add.1/Corr.2; ST/IC/85/39

Studies programme: External - ST/AI/281/Rev.1

Word-processing operations:
--Computer training - ST/IC/1992/50
--Guidelines for work with visual display units - ST/IC/84/18 and Amend.1
--Standard for word-processing software for microcomputers - ST/AI/361
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16. United States taxes

Changes in United States tax legislation concerning individuals in the United States who are not United States nationals - ST/IC/84/74; ST/IC/1991/39

Investment income from United States sources: staff members who are not United States nationals - ST/IC/84/10; ST/IC/84/74

Payment of income taxes - ST/IC/84/80; ST/IC/87/64; ST/IC/1992/8; ST/IC/1993/5

Significant changes in United States estate tax and their possible effect on non-United States citizen staff members - ST/IC/1991/39

17. Visas

Employment of family members on G-4 visa - ST/AI/294; ST/IC/78/53; ST/IC/89/13; ST/IC/89/25

Household employees: procedure for obtaining G-5 visa - ST/AI/294

Information on staff members requested by the United States Mission - ST/IC/87/27 (English only) and Add.1 (English only)

Procedure for obtaining G-4 and G-5 visas - ST/AI/294

United States Immigration Reform and Control Act of 1986 - ST/IC/87/16 and Corr.1; ST/IC/89/7

United States Immigration Technical Corrections Act of 1988 - ST/IC/89/7

Visa Committee: composition and functions - ST/SGB/Organization, annex I

Visa status of non-United States staff - ST/AI/294

XII. PROPERTY AND SUPPLIES

1. Property control

Acquisition, replacement and maintenance of office automation equipment - ST/AI/339
--Electronic mail policies and standards - ST/AI/386
--Office automation standardization: Policies and procedures - ST/AI/347
--Service calls for office equipment - ST/IC/1991/57

Acquisition, use and support of microcomputers in the United Nations - ST/AI/355
--Computer training - ST/IC/1992/50
--Desktop publishing hardware and software: Standards - ST/AI/359; ST/AI/189/Add.26
--Electronic mail policies and standards - ST/AI/386
--Electronic publishing: Guidelines - ST/AI/189/Add.26
--Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14
--Operating system software to be used on personal computer local area networks - ST/IC/1991/18
--Service calls for office equipment - ST/IC/1991/57
--Software products for microcomputers - ST/IC/1991/4
--Word-processing software for microcomputers: Standard - ST/AI/361

Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2

Desktop publishing hardware and software: Standards - ST/AI/359
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Document copying and duplicating facilities - ST/ADM/SER.A/1214

Economy in the use of stationery and office supplies - ST/ADM/SER.A/1814; ST/IC/88/18; ST/IC/1992/76

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Excess property - ST/AI/322

Material and package removal passes - ST/AI/193/Rev.1

Microcomputer viruses: prevention - ST/IC/1990/8; ST/IC/1992/14

Office automation standardization: Policies and procedures - ST/AI/347
--Desktop publishing hardware and software: Standards - ST/AI/359
--Electronic mail policies and standards - ST/AI/386
--Word-processing software for microcomputers: Standard - ST/AI/361

Official cars: Policy on provision and use - ST/AI/337

Operating system software to be used on personal computer local area networks - ST/IC/1991/18

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--Control of United Nations property covered by personal property receipts - ST/AI/97/Rev.2
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--Property management - ST/IC/1993/21
--Property records and inventory control under revised definition of non-expendable property - ST/AI/374
--Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202
--Securing United Nations property - ST/IC/81/38; ST/AI/341

Property management - ST/IC/1993/21

Property records and inventory control under revised definition of non-expendable property - ST/AI/374

Property Survey Board: Headquarters - ST/SGB/Organization, annex I; ST/AI/202

Requisition for equipment, supplies or services - Form PT.72 - ST/AI/329

Safeguarding of United Nations keys - ST/IC/84/33

Securing United Nations property - ST/IC/81/38; ST/AI/341

Service calls for office equipment - ST/IC/1991/57

Software products for microcomputers - ST/IC/1991/4

Technological Innovations Board - ST/SGB/245; see also: ST/AI/339; ST/AI/345; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/IC/1991/25; ST/IC/1991/57

Technological Innovations Committees - ST/AI/345; see also ST/AI/339; ST/AI/347; ST/AI/355; ST/AI/359; ST/AI/361; ST/AI/386; ST/IC/1991/4; ST/IC/1991/5; ST/IC/1991/18; ST/SGB/245

Word-processing software for microcomputers: Standard - ST/AI/361

2. General

Authority for mailing official United Nations publications, supplies and equipment - ST/AI/82; ST/AI/189/Add.10

Committee on Contracts: composition and functions - ST/SGB/Organization, annex I

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XIII. PROTOCOL

Registration of representatives, establishment of passes and publication of official documents containing lists of delegates to meetings of United Nations organs - ST/AI/118/Rev.1

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XIV. TRAVEL AND TRANSPORTATION

1. Automobiles, baggage and customs

Accompanied excess baggage: Reimbursement of cost - ST/AI/229 and Add.1-2

Automobiles: Transportation of privately owned automobiles at United Nations expense - ST/AI/176/Rev.3 and Corr.1 and Amend.1; ST/AI/224/Rev.1 and Amend.19

Duty-free and tax-free entry of baggage and effects into the United States - ST/AI/254 and Amends.1-2

Reimbursement for travel by private motor vehicle - ST/AI/224/Rev.1 and Amend.19

Shipping and insurance procedures for shipment of personal effects and household goods - ST/AI/238/Rev.1; ST/AI/383; ST/IC/1991/12

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Travel and shipping restrictions - ST/IC/1991/12

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2. Expenses

Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.7-8

Computation of travel subsistence allowance - ST/AI/196 and Amend.1

Special entitlements for staff members serving at designated duty stations - ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2

Subsistence allowance:
--Assignment of staff to a duty station other than their official duty station for periods of less than one year - ST/AI/143/Rev.26 and Amends.7-8
--Computation of travel subsistence allowance - ST/AI/196 and Amend.1
--System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1
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System of daily subsistence allowance - ST/AI/137 and Amend.5 and Add.1/Rev.1

Terminal expenses - ST/AI/206/Rev.3 and Amend.2

Travel advances - ST/AI/381; ST/IC/84/65

Travel expenses and subsistence allowances:
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--United Nations conferences - ST/AI/133

3. General

Airline mileage credit - ST/IC/85/18; ST/IC/88/6

Control of travel on official business - ST/SGB/207/Rev.1; ST/AI/319

Education grant travel - ST/AI/249/Rev.3 and Amend.1

Family visit travel - ST/AI/215/Rev.1; ST/AI/280/Rev.6 and Amend.1 and Amend.1/Corr.1 (English only), Amend.1/Corr.2, Amend.2 and Amend.2/Add.1-2

Home leave - change of place of home leave and change of country of home leave - ST/AI/367

Host country travel regulations - ST/IC/85/48; ST/IC/85/74 and Corr.1; ST/IC/85/76; ST/IC/86/4; ST/IC/87/42; ST/IC/88/57; ST/IC/89/10; ST/IC/1990/14; ST/IC/1990/16; ST/IC/1990/34; ST/IC/1990/67; ST/IC/1990/74; ST/IC/1991/3; ST/IC/1991/48; ST/IC/1991/67; ST/IC/1992/2; ST/IC/1992/33; ST/IC/1992/51; ST/IC/1992/58; ST/IC/1993/7

Information for United Nations travellers - ST/AI/257; ST/AI/381; ST/IC/1991/12

Mode and standards of travel - ST/AI/249/Rev.3 and Amend.1

Official travel:
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--Procedures - ST/SGB/207/Rev.1; ST/AI/319
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Official travel agency at Headquarters - ST/IC/1993/45

Official United Nations travel to and representation at conferences and meetings - ST/SGB/207/Rev.1; ST/AI/133; ST/AI/319

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